

# Memorandum

**To:** All Interested Contractors  
**CC:** Sharon Brummert, Admin. Coord., Bonnie Daly, Program Coordinator  
**From:** Ruth Checko, Director of Recreation and Parks  
**Date:** 8/31/2015  
**Re:** Proposals for Sports Coordinator

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Each proposal must include the following information:

- ❖ Resume including any certifications
- ❖ Compensation rate requested
- ❖ Two (2) references
- ❖ Do you carry Liability Insurance?
- ❖ Any other information that would be pertinent
- ❖ According to purchasing policy guidelines in the Town of Avon, the Recreation and Park Department is required to request proposals from all current contractual instructors for upcoming programs. The objective of the proposal is as follows:
  1. To procure services at the lowest cost consistent with the quality of service rendered.
  2. To provide an expeditious and efficient means of procuring services. To establish and consistently maintain standards of quality of services.
  3. To ensure that all purchasing functions and practices are conducted without regard to the political affiliation, race, color, creed, ages, sex, national origin, physical or mental disability, ancestry, marital status or sexual orientation.

Please submit proposals to the Avon Recreation Department, 60 West Main Street, Avon, CT 06001 no later than September 16, 2015.

**SPORTS COORDINATOR PROPOSAL FORM**  
**Fall 2015**

**Contractor Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phones:** (h) \_\_\_\_\_ (w) \_\_\_\_\_ (cell) \_\_\_\_\_

**Email #1:** \_\_\_\_\_ **Email #2:** \_\_\_\_\_

**Current Certifications:** (please provide copies) \_\_\_\_\_

**Instructor's Bio**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Do you carry Liability Insurance:** Yes No

**Compensation Rate:** \$ \_\_\_\_\_

**Please list two references:**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, State, Zip** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Please attach a copy of your current resume, along with copies of any current certifications that you may have.**